



Stanislaus Regional Housing Authority

Alpine • Amador • Calaveras • Inyo • Mariposa • Mono • Stanislaus • Tuolumne Counties.

Job Announcement for the Position of

Purchasing Specialist \$20.14 - \$24.54 / an hour

THE AGENCY

The Stanislaus Regional Housing Authority, a nonprofit, public corporation, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 1700 units throughout the County under a variety of affordable housing programs including Public Housing, year around farm labor housing and migrant housing.

The Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

HOUSING

- Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

- Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

- Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

THE POSITION

The Purchasing Specialist coordinates activities involved with procuring goods and services for the Authority and administers the activities associated with the established contracts between the Authority and contractors. The anticipated start date for this position will be January 2, 2020.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Asset Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Purchasing Specialist essential duties and responsibilities include the following:

Formulates and coordinates procurement proposals.

Prepares RFP's for office and maintenance equipment and services.

Directs and coordinates activities of employees engaged in formulating bid proposals.

Opens sealed bids.

Coordinates contract activities between the Authority and contractors.

Evaluates and monitors contract performance to determine necessity for amendments or extensions of contracts and compliance to contractual obligations.

Prepares documents for deviations from contract specifications and delivery schedules.

Contacts vendors and secures price quotations, and determines availability of materials and goods.

Analyzes price proposals, financial reports, and other data to determine reasonableness of prices and obtains the best price as per purchasing policy.

Prepares and issues purchase orders as per purchasing policy.

Maintains a purchase order control log and files.

Verifies pricing on monthly statement/invoices and forwards to the Finance department for payment.

Responds to emergency calls for vendor location source emergency purchasing as required.

Confirms requisitions for budget sources.

Prepares and reviews Capital Fund Grant forms required by HUD for construction.

Prepares "Staff Reports" with recommendation for purchases/contracts.

Performs the clerical duties required to administer the responsibilities of the position.

Other duties as may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of purchasing, inventory control, and record keeping.
- Maintenance and office supplies.
- Modern office procedures, methods and computer equipment.
- Basic accounting practice.
- The bidding process and sealed bids.
- Forms, documents and policies pertaining to Capital Fund Grant rehab contracts.
- Limited knowledge of HUD labor practices.
- Knowledge of public purchasing.
- HUD purchasing policy.

Ability to:

- Purchase equipment and supplies and follow the Authority's purchasing policy.
- Perform mathematical calculations accurately and rapidly.
- Maintain accurate records.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use Microsoft Office software.
- Use calculating machines.

EDUCATION and EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school or two years of experience in buying, receiving, and inventory control. Experience with maintenance parts, labor requirements, and government purchasing is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must complete and submit a Housing Authority Employment Application online at <http://www.stancoha.org/employment-application/>. **This recruitment is Open Until Filled.** Applications received will be screened for minimum qualifications.

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Human Resources Division Manager who will schedule final

interviews for the most qualified applicants. Final selection will be made by the Executive Director. The successful candidate will be required to complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

SALARY AND BENEFIT INFORMATION

\$20.14 – \$24.54 / an hour
Range 42/Clerical

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- 14 paid holidays per year.
- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage -The Authority currently contributes toward the medical, dental, vision and life insurance combined monthly premiums.
- Retirement-The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans.
- The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible spending) plan.
- The Housing Authority of the County of Stanislaus is an equal opportunity employer.

The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000(voice) or (209) 557-2012.

